



JOB DESCRIPTION

JOB TITLE: Administrative Secretary

DEPARTMENT: Various Departments

REPORTS TO: Assigned Department Director

DATE: July, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: December, 1997

FLSA EXEMPT: No

JOB SUMMARY: Under general supervision of an assigned Department Director, provides responsible, varied, and occasionally confidential secretarial and office administrative assistance for a department director and associated supervisory and professional staff members; performs related work as required.

CLASS CHARACTERISTICS: The Administrative Secretary is an advanced journey level classification responsible to provide highly developed office administrative skills to a department director and associated supervisory and professional staff within a given department. The exact nature of the work will vary with the department to which assigned; however, all positions require the use of initiative, independent judgment and discretion. Duties of each Administrative Secretary position may vary based on department to which assigned and may be responsible for supervising other department clerical staff. This class is distinguished from other administrative support classes by the diversity and consequences of the assigned responsibilities.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the assigned Department Director, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Perform responsible administrative work which varies with the assigned department and which may include providing technical information regarding departmental activities to the public.
2. Receive and screen visitors and telephone calls.
3. Provide information which may require the use of judgment or the interpretation of policies and procedures.
4. Research and compile a variety of informational materials.
5. Prepare or update periodic and special reports relating to the activities of the department.
6. Prepare a wide variety of correspondence, reports, ordinances, resolutions, and documents, using a

typewriter or personal computer, some of which may be confidential in nature.

7. Organize and maintain departmental files.
8. Review finished materials for completeness, accuracy, compliance with policies and procedures, and appropriate English usage.
9. Relieves staff of certain administrative matters by transmitting information, keeping informed of pertinent matters, making appointments and keeping a calendar, and making meeting arrangements.
10. Maintain, disburse, and reconcile petty cash funds.
11. Some Administrative Secretary positions may:
 - a. Conduct and independently carry through a variety of special projects related to the activities of the department.
 - b. Take and transcribe minutes of meetings.
 - c. Supervise other clerical support staff.
 - d. Type a wide variety of correspondence, reports, ordinances, resolutions, and documents exercising a high level of confidentiality.
 - e. Provide liaison, coordination and staff support to a commission, board or committee.
 - f. Order furniture and office supplies.
 - g. Compose correspondence and routine form letters from brief instructions.
 - h. Provide back-up or relief support to other City departments.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or equivalent. Business or secretarial school training is desired.
2. Five years of responsible secretarial or office administration experience.

Licenses & Certificates:

1. Must possess a typing certificate (minimum net 50 words per minute) dated within six months of date of hire.
2. Some positions require possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Willingness and availability to work evening hours as required.
2. Specified positions may require the use of bilingual skills.

Knowledge of:

1. Standard office administration procedures and practices, including business letter writing and the operation of common office equipment, including the use of a personal computer.
2. Record keeping, report preparation and filing methods.

3. Correct English usage, including spelling, grammar, and punctuation.
4. Public sector budget techniques.

Skill In:

1. Providing varied secretarial, clerical, and office administrative assistance to one or several managers, supervisors, or others.
2. Researching, compiling and summarizing varied informational materials and preparing periodic or special reports.
3. Composing correspondence and completing projects from brief oral or written instructions.
4. Providing outstanding customer satisfaction (internally and externally).
5. Use of common office software including Microsoft Office.

Ability to:

1. Use initiative and independent judgment within established guidelines.
2. Organize work, set priorities, meet critical deadlines, and follow-up on assignments with minimum supervision.
3. Maintain and organize a variety of files.
4. Establish and maintain working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 90% indoors and 10% outdoors. Some travel may be required.
2. The work environment indoors is usually in a temperature-controlled office.
3. Noise level in the work environment is usually moderate.